

DATA ITEM DESCRIPTION	<i>FORM APPROVAL OMB NO 0704-0188</i>
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1. TITLE Telephone Conversations/ Correspondence Records	2. IDENTIFICATION NUMBER OT-055
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3. DESCRIPTION / PURPOSE To record telephone conversations and written correspondence.
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4. APPROVAL DATE (YYMMDD) 990205	5. OFFICE OF PRIMARY RESPONSIBILITY CEHNC-OE-DC	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
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7. APPLICATION / INTERRELATIONSHIP

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
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<p>10. PREPARATION INSTRUCTIONS</p> <p>10.1 The contractor shall keep a record of each substantive phone conversation and written correspondence related to the performance of this contract. For this contract, "substantive" is defined as:</p> <p>10.1.1. All calls to or from Government personnel that require action by either the Government or the Contractor.</p> <p>10.1.2. All calls to or from Government personnel that directly or indirectly affect contract terms and conditions.</p> <p>10.1.3. All calls to or from federal, state, or local regulatory agency personnel.</p> <p>10.1.4. All calls to contractor personnel that require calling party to be referred to Huntsville Center Public Affairs Office.</p> <p>Calls involved in the routine performance of project work that do not fit the above definition of substantive need not be recorded and provided to the Contracting Officer.</p>
